

Instructions for the Monthly Reporting of Appropriation Expenditures and Cash Flows of State Funds

Month Cash flow is a Microsoft Access application that replaces the MS Excel file that the agencies are using now. At the beginning of every fiscal year, each agency will need to download and install the system into their local computer system.

Once an agency installs the monthly cash flow system, they should use this system to complete monthly appropriations and cash flow reports to OSPB. Once downloaded for a fiscal year, the system is ready to use in its local setting for the remainder of the fiscal year.

There are two major sections in this system: 1) tracking of appropriation expenditures and 2) tracking of money as it flows into and out of the state funds.

When the system is opened each month, it will assume the user wants to enter data for the previous month. For example, if you open it in March, the system will be automatically set to report actual expenditures for February. The user can change the month, if desired.

The screenshot shows the Microsoft Access application window titled "menu - Cash Flow Monthly Report Fiscal Year 2013ver. 1.2". The interface includes a ribbon with tabs: Home, Create, External Data, and Database Tools. The main area displays the title "Arizona State Agency Monthly Cashflow Reports" and "Fiscal Year 2013". Below the title, there is a "State Agency" dropdown menu set to "AGA" and a "for" dropdown menu set to "July". To the right of the "for" dropdown is the year "2012". At the bottom, there are four buttons: "APPROPRIATION TRACKING", "SUBMIT", "CASH BALANCE REPORTS", and "UTILITIES". An "Exit" button is located in the top right corner.

Default to previous month. User can pick other previous months.

To enter data for the tracking of appropriations, click on the "Appropriation Tracking" button.

Instructions for the Monthly Reporting of Appropriation Expenditures and Cash Flows of State Funds

**Arizona State Agency
Monthly Cashflow Reports**

Fiscal Year 2013

State Agency for 2012

Select an Appropriation:

11111	OPERATING LUMP SUM APPROPRIATION
33333	STATE GRAND JURY

Double click a fund.
If a fund is the source of several appropriations,
another list will show a list of all appropriations,
from which to choose.

If at any time the user would like to return to the
previous page or level, click the doorway button to
go back one level.

Instructions for the Monthly Reporting of Appropriation Expenditures and Cash Flows of State Funds

Arizona State Agency
Monthly Cashflow Reports
Fiscal Year 2013

State Agency: for 2012

Microsoft Office Access
There is no cashflow history existing yet, the system will create the new cashflow records for you!

Select an Appropriation:

11111	OPERATING LUMP SUM APPROPRIATION
33333	STATE GRAND JURY

Go back upperlevel to select different fund.

Note: When the system is originally installed, there are 0s listed everywhere for that fund. Once numbers are entered into the system, they remain until changed.

If after entering data, the user would like to see a report, double click on the fund name or the appropriation name.

Microsoft Office Access
There is no cashflow history existing yet, the system will create the new cashflow records for you!

If this fund has never been reported during the current fiscal year, a confirmation message will display.

Instructions for the Monthly Reporting of Appropriation Expenditures and Cash Flows of State Funds

Appropriations Expenditures Reports - FY 2013

Attorney General - Department of Law Fund 1000 General Fund

11111 OPERATING LUMP SUM APPROPRIATION

Agency: **AGA**
 Cash Flow Month: **July**
 Fund: **1000**
 Appropriation Amount: **22,872,400**

Prepared by:
 Date Prepared: i.e. 11/07/2009
 Telephone:
 Email:

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April
6000 Personal Services										
Personal Services	6000	0	0	0	0	0	0	0	0	0
Employee Related	6100	0	0	0	0	0	0	0	0	0
Professional & Outside Svcs	6200	0	0	0	0	0	0	0	0	0
Travel In State	6500	0	0	0	0	0	0	0	0	0
Travel Out of State	6600	0	0	0	0	0	0	0	0	0
Food	6700	0	0	0	0	0	0	0	0	0
Aid to Organizations	6800	0	0	0	0	0	0	0	0	0
Operating	7000	0	0	0	0	0	0	0	0	0
Capital Outlay	8100	0	0	0	0	0	0	0	0	0
Capital Equipment	8400	0	0	0	0	0	0	0	0	0
Non Capital Equipment	8500	0	0	0	0	0	0	0	0	0
Debt Service	8600	0	0	0	0	0	0	0	0	0
Cost Allocation	9000	0	0	0	0	0	0	0	0	0
Subtotal Expenditures		0	0	0	0	0	0	0	0	0
Transfer Out	9100	0	0	0	0	0	0	0	0	0
Total Expenditures:		0	0	0	0	0	0	0	0	0
Remaining Appropriation:		22,872,400	22,872,400	22,872,400	22,872,400	22,872,400	22,872,400	22,872,400	22,872,400	22,872,400
Expenditures YTD:		0	0	0	0	0	0	0	0	0
Comments										

The appropriation amount will be prefilled by OSPB in the yellow box and should not be changed by the agency without OSPB agreeing to the change.

People who prepare this report should provide their contact information and the date completed.

The columns with dark color are actual expenditures. The white columns are future projections.

Instructions for the Monthly Reporting of Appropriation Expenditures and Cash Flows of State Funds

Appropriations Expenditures Reports - FY 2013

Attorney General - Department of Law Fund 1000 General Fund

11111 OPERATING LUMP SUM APPROPRIATION

Agency: **AGA** Prepared by:

Cash Flow Month: **July** Date Prepared: i.e. 11/07/2009

Fund: **1000** Telephone:

Appropriation Amount: **22,872,400** Email:

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April
Personal Services	6000	0	0	0	0	0	0	0	0	0
Employee Related	6100	0	0	0	0	0	0	0	0	0
Professional & Outside Svcs	6200	0	0	0	0	0	0	0	0	0
Travel In State	6500	0	0	0	0	0	0	0	0	0
Travel Out of State	6600	0	0	0	0	0	0	0	0	0
Food	6700	0	0	0	0	0	0	0	0	0
Aid to Organizations	6800	0	0	0	0	0	0	0	0	0
Operating	7000	0	0	0	0	0	0	0	0	0
Capital Outlay	8100	0	0	0	0	0	0	0	0	0
Capital Equipment	8400	0	0	0	0	0	0	0	0	0
Non Capital Equipment	8500	0	0	0	0	0	0	0	0	0
Debt Service	8600	0	0	0	0	0	0	0	0	0
Cost Allocation	9000	0	0	0	0	0	0	0	0	0
Subtotal Expenditures		0	0	0	0	0	0	0	0	0
Transfer Out	9100	0	0	0	0	0	0	0	0	0
Total Expenditures:		0	0	0	0	0	0	0	0	0
Remaining Appropriation:		22,872,400	22,872,400	22,872,400	22,872,400	22,872,400	22,872,400	22,872,400	22,872,400	22,872,400
Expenditures YTD:		0	0	0	0	0	0	0	0	0
Comments										

Since the form is wide, users with lower resolution screens may not be able to see the full form without scrolling across the form. The label for the line (the object title) that they are working on will show on top in red.

Comments should include explanations of any special methodology for estimating projected expenditures; unusual expenditures; or anything the agency would like to add.

Instructions for the Monthly Reporting of Appropriation Expenditures and Cash Flows of State Funds

**Arizona State Agency
Monthly Cashflow Reports**

Fiscal Year 2013

State Agency: for 2012

APPROPRIATION TRACKING **SUBMIT**

CASH BALANCE REPORTS **UTILITIES**

Select a Fund to Report Cash Balance

1022	Street Gang Enforcement Revolving Fund
1992	Microsoft Settlement Fund
2000	Federal Grants
2014	Consumer Protection Fund Revolving Fund
2016	Attorney General Antitrust Revolving Fund
2057	Prosecuting Attorney Council Fund
2068	Attorney General CJEF Distributions Fund
2117	Attorney General Federal Grant Fund
2131	Attorney General Anti-Racketeering Fund
2132	Attorney General Collection Enforcement Fund
2157	Attorney General Agency Services Fund
2164	Attorney General Liability Defense
2228	Victim Witness Assistance Fund
2380	Motor Carrier Safety Revolving Fund
2430	Colorado River Land Claims Revolving Fund
2461	Criminal Case Processing Fund
2500	IGA and ISA Fund
2999	Federal Economic Recovery Fund
3102	AG Trust Fund
3180	Court Ordered Trust Fund
3215	Victims Rights Fund
4216	Risk Management Fund
4240	Attorney General Legal Services Cost Allocation Fund
9000	Indirect Cost Recovery Fund

Click "Cash Balance" button, all funds will be listed, including appropriated and non- appropriated funds, except General Fund.
Double click the fund name to go to the detail form.

Instructions for the Monthly Reporting of Appropriation Expenditures and Cash Flows of State Funds

Cash Balance Report - FY 2013

Attorney General - Department of Law Fund 2016 Attorney General Antitrust Revolving Fund

Month: **July**

Prepared by:
 Date prepared: (i.e. 11/07/2009)
 Email: Telephone:

[Leave Comments](#)

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	Jun
Beginning Cash Balance	0000	0	0	0	0	0	0	0	0	0	0	0
Revenues:												
Taxes	4100	0	0	0	0	0	0	0	0	0	0	0
Intergovernmental	4200	0	0	0	0	0	0	0	0	0	0	0
Sales & Charges for Svcs	4300	0	0	0	0	0	0	0	0	0	0	0
Licenses, Permits & Fees	4400	0	0	0	0	0	0	0	0	0	0	0
Fines, Forfeitures & Penalties	4500	0	0	0	0	0	0	0	0	0	0	0
Other	4600	0	0	0	0	0	0	0	0	0	0	0
Other Non-Revenue Cash Increases	0	0	0	0	0	0	0	0	0	0	0	0
Transfer In	4900	0	0	0	0	0	0	0	0	0	0	0
Total Revenues		0	0	0	0	0	0	0	0	0	0	0
Expenditures:												
Personal Services	6000	0	0	0	0	0	0	0	0	0	0	0
Employee Related	6100	0	0	0	0	0	0	0	0	0	0	0
Professional & Outside Svcs	6200	0	0	0	0	0	0	0	0	0	0	0
Travel In State	6500	0	0	0	0	0	0	0	0	0	0	0
Travel Out of State	6600	0	0	0	0	0	0	0	0	0	0	0
Food	6700	0	0	0	0	0	0	0	0	0	0	0
Aid to Organizations	6800	0	0	0	0	0	0	0	0	0	0	0
Operating	7000	0	0	0	0	0	0	0	0	0	0	0
Capital Outlay	8100	0	0	0	0	0	0	0	0	0	0	0
Capital Equipment	8400	0	0	0	0	0	0	0	0	0	0	0
Non Capital Equipment	8500	0	0	0	0	0	0	0	0	0	0	0
Debt Service	8600	0	0	0	0	0	0	0	0	0	0	0
Cost Allocation	9000	0	0	0	0	0	0	0	0	0	0	0
Other Non-Exp Cash Reductions	0	0	0	0	0	0	0	0	0	0	0	0
Transfer Out	9100	0	0	0	0	0	0	0	0	0	0	0
Total Expenditures		0	0	0	0	0	0	0	0	0	0	0
Transfer Out - Legislated	9100	0	0	0	0	0	0	0	0	0	0	0

Click "Leave Comments" button to show a comment entry box.

Similar to appropriation expenditures, the dark color columns indicate actuals; the white columns are future projections.

The FY 2013 beginning cash balance for a fund is the same as the 13th month ending cash balance for FY 2012 and is best found by totaling the following lines on AFIS screen 65A:

- Cash
- Cash invested with the Treasurer
- Payments Outstanding (PYMT/OUT)
- ACH Payments Outstanding (ACH PYMT)
- Claims Payable (CLM/PYBL)

Instructions for the Monthly Reporting of Appropriation Expenditures and Cash Flows of State Funds

Cash Balance Report - FY 2013

Attorney General - Department of Law Fund 2016 Attorney General Antitrust Revolving Fund

Month: **July**

Prepared by:

Date prepared: Telephone:

Email:

[Go Back to Top](#)

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	Jun
Travel In State	6500	0	0	0	0	0	0	0	0	0	0	0
Travel Out of State	6600	0	0	0	0	0	0	0	0	0	0	0
Food	6700	0	0	0	0	0	0	0	0	0	0	0
Aid to Organizations	6800	0	0	0	0	0	0	0	0	0	0	0
Operating	7000	0	0	0	0	0	0	0	0	0	0	0
Capital Outlay	8100	0	0	0	0	0	0	0	0	0	0	0
Capital Equipment	8400	0	0	0	0	0	0	0	0	0	0	0
Non Capital Equipment	8500	0	0	0	0	0	0	0	0	0	0	0
Debt Service	8600	0	0	0	0	0	0	0	0	0	0	0
Cost Allocation	9000	0	0	0	0	0	0	0	0	0	0	0
Other Non-Exp Cash Reductions		0	0	0	0	0	0	0	0	0	0	0
Transfer Out	9100	0	0	0	0	0	0	0	0	0	0	0
Total Expenditures		0	0	0	0	0	0	0	0	0	0	0
Transfer Out - Legislated	9100	0	0	0	0	0	0	0	0	0	0	0
Ending Cash Balance		0	0	0	0	0	0	0	0	0	0	0
Comments												

Click "Go Back to Top" button to go back to the previous data entry form.

Instructions for the Monthly Reporting of Appropriation Expenditures and Cash Flows of State Funds

The screenshot shows the "Arizona State Agency Monthly Cashflow Reports" interface for Fiscal Year 2013. The "State Agency" is set to "AGA" and the month is "July". The interface includes buttons for "APPROPRIATION TRACKING", "SUBMIT", "CASH BALANCE REPORTS", and "UTILITIES". A list of funds is displayed, with "2016 Attorney General Antitrust Revolving Fund" selected. A "Microsoft Office Access" pop-up message is shown, stating: "The Cash Flow reporting month you select to submit to OSPB is July. If this is not the correct month, please re-select it from main menu. Otherwise click 'Yes' to continue your submittal." with "Yes" and "No" buttons. Callouts provide instructions: one points to the "SUBMIT" button, stating that information should be submitted to OSPB by the 15th of the following month; another points to the pop-up message, explaining that if the month is incorrect, the user should click "No" and select the correct month from the list.

Arizona State Agency Monthly Cashflow Reports
Fiscal Year 2013

State Agency: AGA for July 2012

Buttons: APPROPRIATION TRACKING, SUBMIT, CASH BALANCE REPORTS, UTILITIES

Microsoft Office Access
The Cash Flow reporting month you select to submit to OSPB is July.
If this is not the correct month, please re-select it from main menu. Otherwise click 'Yes' to continue your submittal.

Select a Fund to Report Cash

1022	Street Gang Enforc
1992	Microsoft Settlement
2000	Federal Grants
2014	Consumer Protection
2016	Attorney General Antitrust Revolving Fund
2057	Prosecuting Attorney Council Fund
2068	Attorney General CJEF Distributions Fund
2117	Attorney General Federal Grant Fund
2131	Attorney General Anti-Racketeering Fund
2132	Attorney General Collection Enforcement Fund
2157	Attorney General Agency Services Fund
2164	Attorney General Liability Defense
2228	Victim Witness Assistance Fund
2380	Motor Carrier Safety Revolving Fund
2430	Colorado River Land Claims Revolving Fund
2461	Criminal Case Processing Fund
2500	IGA and ISA Fund
2999	Federal Economic Recovery Fund
3102	AG Trust Fund
3180	Court Ordered Trust Fund
3215	Victims Rights Fund
4216	Risk Management Fund
4240	Attorney General Legal Services Cost Allocation Fund
9000	Indirect Cost Recovery Fund

Microsoft Office Access
The Cash Flow reporting month you select to submit to OSPB is July.
If this is not the correct month, please re-select it from main menu. Otherwise click 'Yes' to continue your submittal.

Buttons: Yes, No

Appropriation expenditure and cash flow information should be submitted to OSPB by the 15th of the following month. To transmit the information electronically, click the "submit" button.

A pop up message will show the month that the agency is about to submit to OSPB, if this is not the correct month, click "No", then pick the correct month from the month menu list and submit.